

UNITED STATES DEPARTMENT OF AGRICULTURE

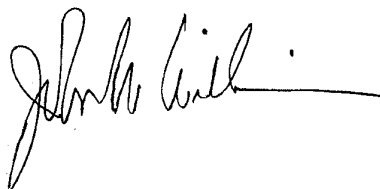
Farm Service Agency
Washington, DC 20250

Notice AS-2071

For: State and County Offices

FSA Office Signage

Approved by: Deputy Administrator, Management



1 Overview

A Background

The U.S. Department of Agriculture (USDA) signage system was developed as part of USDA's communications program and designed to identify State Offices and USDA Service Centers. The signage system is an integral part of the USDA visual management system and each office is required to exhibit the proper Agency titles.

B Purpose

This notice reminds all State (see 30-AS, paragraph 96) and County Offices (see 31-AS, paragraph 96) that proper office signage is an FSA requirement and all offices must be compliant.

C Contact

If there are any questions about this notice, contact Johnny Dubose or LaShawn Lucas at 202-720-7005.

Disposal Date	Distribution
October 1, 2004	State Offices; State Offices relay to County Offices

2 State and County Office Action

A Action

Each State and County Office shall ensure that proper FSA office signage is displayed at office doorways and principal entrances of buildings.

The display of the international symbol of accessibility for disabled individuals must be readily seen by the public at all accessible entrances, restrooms, parking stalls reserved for disabled individuals, and passenger loading zones.

Note: See 30-AS and 31-AS, paragraph 119.

B Deadline

Replacement signs for those offices in noncompliance must be purchased and installed **no later than December 31, 2003**. All signage referring to Farmers Home Administration (FmHA), Agricultural Stabilization and Conservation Service (ASCS), or Consolidated Farm Service Agency (CFSA) must be removed from public view **no later than December 31, 2003**.